



APPLICATION INFORMATION

St. James Episcopal School, 602 S. Carancahua St., Corpus Christi, TX 78401

- CAMPUS TOUR:** Families interested in enrolling a student at St. James are encouraged to visit prior to submitting an application. A visit with either the Preschool/Lower School Director or Middle School Director, and a tour of the School can be arranged by calling the School Office.
- APPLICATION:** Complete an application for admission. An electronic version of our application can be found at http://www.sjes.org/admissions/sjes_application.doc. That version may be completed in Microsoft Word and printed for your signature. Applications should be returned to the Office as soon as possible.
- ADMISSIONS FEES:** A non-refundable fee of \$50 must accompany each application.
- FINANCIAL AID:** Funds are available from the School to help the families most in need of tuition assistance; additional funds are occasionally set aside by the Church of the Good Shepherd for its parishioners. If you wish to apply for financial aid you must register at FACTS Management. You may use the hotlink at <http://www.sjes.org> for the FACTS Financial Aid Application or you may go directly to FACTS at <https://www.factstuitionaid.com/FACTS/gaapp>. All materials are completed online to initiate the financial aid process. The applications for admission and for financial aid ARE SEPARATE PROCESSES and must be completed separately.
- SCHOOL RECORDS:** School records (when applicable) are required and should include the most recent report card, all standardized test scores and your child's current immunization record.
- TEACHER EVALUATIONS:** Recommendations from two of the candidate's current teachers (if applicable) are required. Two (2) Teacher Evaluation Forms are included in the application packet.
- PRESCHOOL OBSERVATIONS:** In order to know more about an applicant's own special pattern of social, emotional and academic development, students applying to N2 (Nursery 2), N3 (Nursery 3) or K4 (Kindergarten 4) are observed in a small group play situation.
- CRITERIA:** Admission to St. James is based upon the availability of space, a student's academic ability, their prior achievement and developmental readiness. Please remember that preschool applicants must be 2 years of age AND bathroom trained for N-2, 3 years old for N-3, 4 years old for K-4 and 5 years old for Jr.K or K-5 by September 1st of a given year.
- Students recommended by the School for JrK (Junior Kindergarten) or applying for K5 (Kindergarten) will be screened for developmental readiness.
- Students applying to Grade 1 are screened for developmental readiness and for reading and math achievement.
- Students applying to Grades 2-8 are evaluated through an interview, a reading assessment (Grades 2-3) and a School-approved standardized test in reading and mathematics. Student performance on a nationally "normed" achievement test is evaluated as part of the admissions process. When such scores are unavailable, or when specific placement (i.e. math) must be determined, writing samples, standardized language arts and/or math tests are administered by the School.
- NOTIFICATION:** The Admissions Committee meets at least every three weeks to consider applicants who have completed the full admissions process.
- ENROLLMENT CONTRACT:** Accepted students have been enrolled only when an Enrollment Contract has been signed by BOTH the financially responsible parties and by the School, the required fees have been paid and the child's current health records have been submitted. Parents contract for the entire year. Parents who withdraw their child prematurely are still obligated for the full year's tuition and fees.

WAITING POOL:

Should all the positions in a grade be filled, the School forms a waiting pool of students approved for admission as soon as space is available. Each time an opening occurs, the entire pool is evaluated. The following criteria will be used in admitting students from the waiting pool:

Applicant with the higher academic aptitude and achievement rating
Applicant with siblings currently enrolled
Applicant of clergy/staff of Good Shepherd/St. James
Applicant in waiting pool from prior admissions year
Applicant previously enrolled at St. James
Applicant who is a child or grandchild of Good Shepherd parishioner
Applicant of Episcopal clergy in area
Applicant who is a sibling, child or grandchild of alumnus/a
Applicant who can contribute in some special way to the school, including the broadening of the ethnic and religious composition or gender ratio of a class
Applicant of active members of other Corpus Christi area Episcopal congregations
Applicant who has moved into the Corpus Christi area during the school year preceding requested enrollment and whose family had active membership in an Episcopal congregation in the former community of residence
Applicant with the earliest dated completed Admissions File

**SCHOLARSHIPS/
FINANCIAL AID:**

St. James offers tuition assistance each year. Awards are either in the form of scholarships or need-based financial aid. These funds come from special donations and from the St. James general budget.

Several named scholarships are awarded each year. Criteria for these awards vary.

The following three awards are based solely on scholarship and leadership criteria, not on financial need.

John E. Nisbet, Jr. Scholarship (Academic, Service, Enthusiasm - Rising 7th graders)

The John E. Nisbet, Jr. Academic Scholarship was created with an endowment made by an anonymous donor. This scholarship is named in memory of Capt. John E. Nisbet, Jr. the son of (Pinky) and Elizabeth Nisbet. A 1972 alumnus of St. James, John was a graduate of Texas A & M University, where he served in the Corps of Cadets as Company Commander, Ross Volunteer, and Yell Leader. As a Marine Corp. Captain, John E. Nisbet, Jr. was serving as a pilot when he was killed.

David Dennett Welch Scholarship (Competitive - Rising 7th graders)

The David Dennett Welch Competitive Scholarship was established in 1988 in memory of David Dennett Welch, son of Bob and Ruth Welch. A lifelong member of the Episcopal Church of the Good Shepherd and a track star and honor graduate of King High School, David graduated from Southern Methodist University with an undergraduate degree in Economics and a master's degree in Finance. At the time of his death, he was a Fiscal Program Specialist for the Department of the Interior.

The Jane Addams Guild Scholarship (Academic, Creativity, Character - Rising 5th graders)

The Jane Addams Guild Scholarship was created in 1998 through a gift from the Jane Addams Guild and it is named in its honor. A popular Guild at the Church of the Good Shepherd for fifty years, the Jane Addams Guild coordinated the creative efforts of many talented women. The handwork created by the group was sold and the income was used to support seminarians studying throughout the United States. Through the Jane Addams Guild Scholarship, the Guild seeks to foster academic excellence, student creativity and Christian spiritual values in today's youth.

FINANCIAL AID (NEED-BASED)

The following named awards are based solely on financial need. To qualify for awards based upon financial need; parents or responsible guardians **MUST RE-APPLY EACH YEAR BY:**

1. submitting the FACTS Financial Aid data online at <https://www.factstuitionaid.com/FACTS/gaapp>
2. submitting a copy of their most current Federal tax return to FACTS by mail;
3. submitting other financial information as may be required by the Financial Aid Committee to properly evaluate the need for assistance.

St. James Episcopal School Scholarships (Financial need)

This confidential aid is offered at the discretion of the Financial Aid Committee to students in financial need.

Robert Douglass Browning Scholarship (Financial need)

The Robert Douglass Browning Scholarship is a perpetual Scholarship endowed by Mr. and Mrs. A. J. Douglass in memory of their grandson Robert Douglass Browning, a lifelong member of the Episcopal Church of the Good Shepherd, and a student of St. James from K-4 through his sixth-grade graduation in 1974. Robert Douglass Browning received the James Avery ring for outstanding service to the Church as an acolyte in 1986. He was a senior at King High School at the time of his death.

John Cram Scholarship (Financial need)

Given by an anonymous donor, the Scholarship was created shortly after John Cram's death from leukemia in 1971. St. James School played an important role in John's life. It provided a supportive, Christian, and educational background that enabled him to meet the challenges in his young life. Established to help students receive an excellent education as well as moral and social skills, the Scholarship benefits children of parishioners at the St. Bartholomew's Episcopal Church and the Church of the Good Shepherd.



TEACHER'S EVALUATION

St. James Episcopal School, 602 S. Carancahua St., Corpus Christi, TX 78401

NAME OF APPLICANT _____
(First) (Middle) (Last)

Teacher's Name _____

Name of School _____

The student whose name appears above is an applicant for admission to St. James Episcopal School. We are asking you, a teacher, to write us about him/her. In support of the applicant, the Admissions Committee will, of course, consider the transcript of his/her academic record and recent standardized testing. However, comments from you in the areas listed below will be particularly helpful in our evaluation of the candidate.

ALL REMARKS WILL BE KEPT CONFIDENTIAL

1. What are the first descriptive words that come to your mind as you think about this student? _____

2. Please mark the box that best applies.

	Outstanding	Very Good	Good	Fair	Weak	No Opportunity to Observe
Imagination and Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to think and act independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student's attitude toward school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to cope with school environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manners and appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If known to you, what texts or materials were used this past year in:

Language Arts _____

Grade Level _____

Mathematics _____

Grade Level _____

Teacher's Signature _____

Date _____



DRIVING DIRECTIONS

St. James Episcopal School, 602 S. Carancahua St., Corpus Christi, TX 78401 361-883-0835

From San Antonio continue on Interstate 37 to S. Shoreline. Turn right on Shoreline, and follow map.

From Portland take 181 South, cross Nueces Bay Bridge and Harbor Bridge, follow sign to S. Shoreline and follow map.

